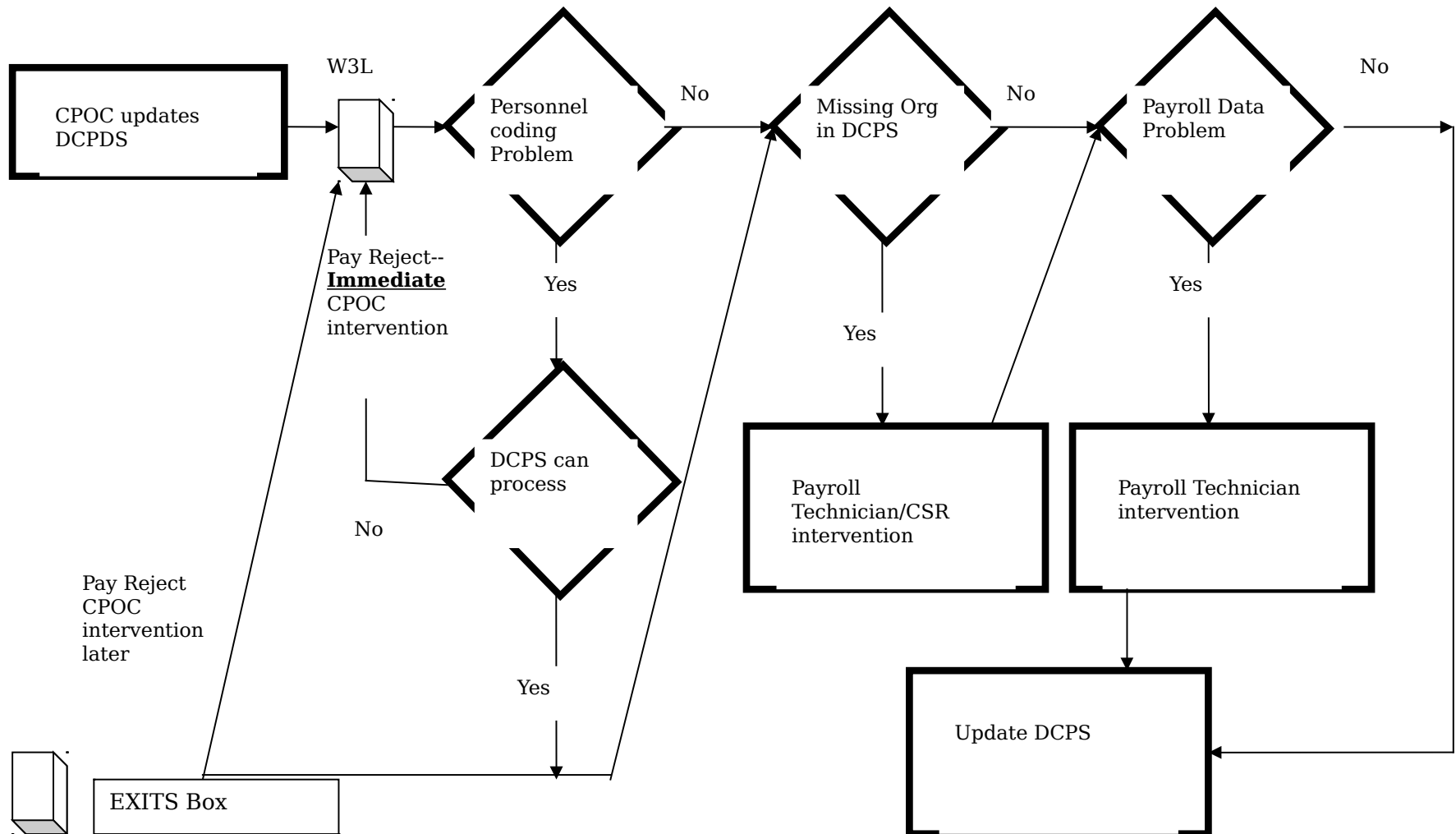Payroll
Interface

REJECTS

Objectives

At the end of this module, participants will be able to:

- – Describe the key parts of a payroll reject.

- – Determine how to correct a payroll reject and identify the correct method to use for various types of rejects.

- – Explain the purpose of Payroll Regeneration and when to use it.

What is a Payroll Reject?

- Transaction that does not pass the DCPS edits and rejects (returned to personnel)
- Transaction that has processed at payroll but contains error(s)
- DCPS produces reject file and sends it to DCPDS for processing
- Rejected action produces a Pay Reject ART ticket
- Resolve Pay Reject ART ticket within two days or before the payroll deadline

The Payroll Interface Process
(cont)

CPOC updates DCPDS

W3L

Pay Reject-- **Immediate** CPOC intervention

Personnel coding Problem

No

Missing Org in DCPS

No

Payroll Data Problem

No

Yes

Yes

Yes

DCPS can process

Pay Reject CPOC intervention later

No

Payroll Technician/CSR intervention

Payroll Technician intervention

Yes

Update DCPS

EXITS Box

January 2003 (OA)   REJECT TIMINGS
2nd Thursday Payday

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2 PAY PROCESSING PPE 12/28	3	4
5	6	7	8	9 **PAYDAY**	10	11 **PPE**
12	13 Friday rejects or DCPS updated	14 LAST DCPDS INPUT for up to 01/11 Monday rejects for up to 01/11 or DCPS Updated	15 Tuesday rejects PPE 01/11 or DCPS Updated	16 PAY PROCESSING PPE 01/11	17	18
19	20 M-F Rejects for PF beginning 01/12	21 Monday rejects or DCPS updated	22 Tuesday rejects or DCPS updated	23 **PAYDAY** Wednesday rejects or DCPS Updated	24 Thursday rejects or DCPS updated	25 **PPE**
26	27 Friday rejects or DCPS updated	28 LAST DCPDS INPUT for up to 01/25 Monday rejects for up to 01/25 or DCPS updated	29 Tuesday rejects for PPE 01/25 or DCPS updated	30 PAY PROCESSING PPE 01/25	31	

The Pay Reject ART ticket

- Identifies the transaction that rejects.
- Contains instructions.
- Provides data values that caused the error condition
- Identifies whether the transaction updated DCPS ("Processed for Pay")
- Identifies when the transaction has been deleted from DCPS instead of updated.

Full Name	Mouse Minnie		PP-SERI-GR	WG-4749-08
CPAC Location	COE HUNTINGTON		Division/Branch	A/2
Org_component	GNCEW2SM01H1R0KB0		Command	US Army Corps of Engineers (Exc Civ Prgm Fin)

PAY_PERIOD_DATE	2003-05-27	PACKAGE_ID / Reject_id	6110 / 11941
PAYROLL_OFFICE_ID	Omaha (OA)	SSAN	XXX333
NOA	101	NOA_EFF_DATE	3
REJ_SSAN	xxxxx	NAME_PERS_1ST_TWO	##
NTR_ACTION_PERS_2		ACTION_2_EFF_DT	

Reject Message	Reject Text	Reject Data
INVALID DATE(S) (9003) 1. An invalid date has been entered. For all dates, entry must be numeric (MM/DD/YY) and relationally compatible (month 01 to 12 and day 01 to 28/31, depending on the month). Then, depending on the program (refer to associated section in the User Manual), the date must be a pay period beginning or ending date, and in a prior, current, or future pay period. 2. Pay Period Ending Date on the System Status Table is blank. Processing terminates. This message is provided to the payroll office for resolution. 3. Severance NTE DT entered would overlap a newer appt date.	(TSC) TSP STATUS CODE	030518
INVALID DATE(S) (9003) 1. An invalid date has been entered. For all dates, entry must be numeric (MM/DD/YY) and relationally compatible (month 01 to 12 and day 01 to 28/31, depending on the month). Then, depending on the program (refer to associated section in the User Manual), the date must be a pay period beginning or ending date, and in a prior, current, or future pay period. 2. Pay Period Ending Date on the System Status Table is blank. Processing terminates. This message is provided to the payroll office for resolution. 3. Severance NTE DT entered would overlap a newer appt date.	(TSD) TSP VESTING SVC COMPT DT	030519
NOA HAS PROCESSED FOR PAY; HOWEVER THE FOLLOWING FIELDS WERE FOUND TO BE INVALID. PLEASE TAKE CORRECTIVE ACTION. (PROC) 1. This message indicates that the NOAC being sent has processed for pay purposes, however, an error exists with an unrelated TSP or FEHB data element. EXAMPLE: NOAC 893 for a FERS employee flowed to payroll. The TSP-SCD or TSP-ELIGIBILITY-DATE were missing or invalid. The 893 is not related to the TSP error condition so it will be processed, but the TSP date field that caused the error must still be corrected in DCPDS using PTI 1TS. If the NOAC is TSP or the retirement code changes to FERS (K, L, M, N) the entire transaction will reject to personnel.	(NA) None	

Remarks

LAST REPORTED ON : 28-MAY-2003 03:45

Rejects in "Returns to Personnel File" at DFAS

- Rejected transactions remain in a SUSPENDED mode in payroll for two pay cycles.

  – Transactions in the "Returns to Personnel" file are waiting for a Correction or Cancellation to the original rejected action.

  – If no corrective action is taken within two pay cycles, the transaction is deleted - like it never happened (it will come back in payroll reconciliation)

Pay Data: Rejects In

Full Name	Mouse Minnie		PP-SERI-GR	XX-XX-XX
CPAC Location	No value		Division/Branch	No value/No value
Org_component	No value		Command	No value

PAY_PERIOD_DATE	2003-05-11	PACKAGE_ID / Reject_id	6043 / 11705
PAYROLL_OFFICE_ID	Omaha (OA)	SSAN	XXX3333
NOA	317	NOA_EFF_DATE	2001-02-11
REJ_SSAN	xxxxx	NAME_PERS_1ST_TWO	##
NTR_ACTION_PERS_2		ACTION_2_EFF_DT	

Reject Message	Reject Text	Reject Data
CORRECTION/CANCELLATION NOT RECEIVED, TRANSACTION DELETED (3008)	(NA) None	
EMPLOYEE ID NOT FOUND (9002) 1. An employee's SSN was input for reprocessing the Leave/Pay job that has no matching Master Employee Record. Processing continues with the next employee. This message is provided to the payroll office for information. 2. No records exist for this Employee ID number. Either the employee is not on MER yet, or an incorrect Employee ID Number has been entered.	(BAA) SSAN	12333333 33

Remarks

LAST REPORTED ON : 12-MAY-2003 03:45

Determining the Problem

- Verify the NOA and effective date of   the transaction.

- Review the information payroll received or did not receive.

- Review the related information in the employee/position record in ART

Determining Corrective Action

- Correction (NOA 002)
- Cancellation (NOA 001) and input new transaction
- Direct Data Update
- Regeneration
- Remedy Ticket
- Fax to Imaging

Correcting a Pay Reject

- Two ways to correct a pay reject:
  - Correction or Cancellation to the original rejected action. (NOA and effective date must match)
  - Reflow the original transaction (either by regeneration or coding the action in DCPDS)

Direct Data Rejects

- Direct Data Rejects must be resent by correcting the error condition. Be sure to date track to the effective date.

- DO NOT use correction coding.

Payroll Regeneration

- Flows 500 character to DCPS
- Does NOT update the DCPDS record
- Does NOT produce a SF-50
- Flows data from current PAY500 selected
  - Unless you change the data
- Use it cautiously, especially on awards

Regeneration

- Flows actions improperly programmed
  - missing or wrong values on W3L, DCPDS correct
  - Check current Payroll Advisory Letter (PAL)
- Flows actions that were rejected in ART pay rejects but not corrected within two pay cycles.

Close Window

Pay Data: Rejects In

Full Name	Mouse Minnie		PP-SERI-GR	GS-2003-12
CPAC Location	ROCK ISLAND ARSENAL		Division/Branch	X/1
Org_component	BGXQW0DAAA1LP		Command	US Army Industrial Operations Command (IOC)

PAY_PERIOD_DATE	2003-05-11		PACKAGE_ID / Reject_id	6045 / 11742
PAYROLL_OFFICE_ID	Omaha (OA)		SSAN	XXX3333
NOA	721		NOA_EFF_DATE	2003-05-04
REJ_SSAN	xxxxx		NAME_PERS_1ST_TWO	##
NTR_ACTION_PERS_2			ACTION_2_EFF_DT	

Reject Message	Reject Text	Reject Data
CODE/NUMBER NOT FOUND (1016) 1. The code or number (Address, Activity, Bank Number, NOAC, FEHB, etc.) does not exist. Verify entry. If valid, contact your supervisor to have the Table updated. **NOTE:** If Central Table, contact DFAS Pensacola. 2. If received in the Leave Certification Program, it means there is no uncertified leave of that type. Use T&A History Inquiry to verify if time was reported correctly. 3. If received from a batch program (Sys Out Report), contact DFAS Pensacola for resolution.	(JQU) Premium Pay Indicator	0

Close Window 🖨

Pay Data: Rejects In

Full Name	Mouse Minnie		PP-SERI-GR	GS-0830-07
CPAC Location	TANK AUTOMOTIVE CMD		Division/Branch	X/2
Org_component	BVX7W4GHAATR		Command	US Army Tank Automotive & Armament Command

PAY_PERIOD_DATE	2003-05-26	PACKAGE_ID / Reject_id	6103 / 11888
PAYROLL_OFFICE_ID	Omaha (OA)	SSAN	XXX3333
NOA	501	NOA_EFF_DATE	2003-05-18
REJ_SSAN	xxxxx	NAME_PERS_1ST_TWO	##
NTR_ACTION_PERS_2		ACTION_2_EFF_DT	

Reject Message	Reject Text	Reject Data
INVALID VALUE IN FIELD(S) (9000) 1. Input is not valid for field(s) highlighted. Normally, a numeric or alpha character has been entered in a field for which it is not valid. Not all numeric or alpha characters are valid for a field, e.g., Retirement Code. If more than one field is highlighted, and even if the data in each field may be correct, together the fields are not relationally valid.	(JZX) WORK SCHEDULE	F
INVALID VALUE IN FIELD(S) (9000) 1. Input is not valid for field(s) highlighted. Normally, a numeric or alpha character has been entered in a field for which it is not valid. Not all numeric or alpha characters are valid for a field, e.g., Retirement Code. If more than one field is highlighted, and even if the data in each field may be correct, together the fields are not relationally valid.	(J4B) HOURS SCHEDULED/WRK HRS WK FRACTION	1600
INVALID VALUE IN FIELD(S) (9000) 1. Input is not valid for field(s) highlighted. Normally, a numeric or alpha character has been entered in a field for which it is not valid. Not all numeric or alpha characters are valid for a field, e.g., Retirement Code. If more than one field is highlighted, and even if the data in each field may be correct, together the fields are not relationally valid.	(J4M) HOURS SCHEDULED/WRK HRS WK FRACTION	1600

Remarks

LAST REPORTED ON : 28-MAY-2003 03:45

Close Window

Pay Data: Rejects In

Full Name	Mouse Minnie		PP-SERI-GR	GS-0025-12
CPAC Location	COE ROCK ISLAND		Division/Branch	A/3
Org_component	BGCEW2R905B5R0600		Command	US Army Corps of Engineers (Exc Civ Prgm Fin)

PAY_PERIOD_DATE	2003-05-11		PACKAGE_ID / Reject_id	6045 / 11733
PAYROLL_OFFICE_ID	Omaha (OA)		SSAN	XXX3333
NOA	002		NOA_EFF_DATE	2003-02-09
REJ_SSAN	xxxxx		NAME_PERS_1ST_TWO	##
NTR_ACTION_PERS_2	703		ACTION_2_EFF_DT	2/9/2003

Reject Message	Reject Text	Reject Data
REQUIRED FIELD(S) NOT ENTERED (9001)	(GA6) DT TEMP PROMOTION EXPIRE	*

Remarks

LAST REPORTED ON : 12-MAY-2003 03:45

Pay Data Reject - Microsoft Internet Explorer

Pay Data: Rejects In

Full Name	Mouse Minnie		PP-SERI-GR	GS-1670-12
CPAC Location	TACOM ROCK ISLAND		Division/Branch	X/2
Org_component	BGX7W4GG32LCRF23		Command	US Army Tank Automotive & Armament Command

PAY_PERIOD_DATE	2003-06-02		PACKAGE_ID / Reject_id	6139 / 12001
PAYROLL_OFFICE_ID	Omaha (OA)		SSAN	XXX3333
NOA	PDF		NOA_EFF_DATE	2003-04-06
REJ_SSAN	xxxxx		NAME_PERS_1ST_TWO	##
NTR_ACTION_PERS_2			ACTION_2_EFF_DT	

Reject Message	Reject Text	Reject Data
INVALID VALUE IN FIELD(S) (9000) 1. Input is not valid for field(s) highlighted. Normally, a numeric or alpha character has been entered in a field for which it is not valid. Not all numeric or alpha characters are valid for a field, e.g., Retirement Code. If more than one field is highlighted, and even if the data in each field may be correct, together the fields are not relationally valid.	(NOA) NATURE OF ACTION CODE	PDF

Remarks

LAST REPORTED ON : 03-JUN-2003 03:45

Pay Data Reject - Microsoft Internet Explorer

Full Name	Mouse Minnie		PP-SERI-GR	GS-0341-09
CPAC Location	MCCOY MILTECH - EAST		Division/Branch	Y/4
Org_component	DEHRW47AAA6CGD		Command	United States Army Reserve Command (USARC)

PAY_PERIOD_DATE	2003-06-04		PACKAGE_ID / Reject_id	6147 / 12011
PAYROLL_OFFICE_ID	Omaha (OA)		SSAN	XXX3333
NOA	TSP		NOA_EFF_DATE	2003-05-22
REJ_SSAN	xxxxx		NAME_PERS_1ST_TWO	##
NTR_ACTION_PERS_2			ACTION_2_EFF_DT	

Reject Message	Reject Text	Reject Data
INVALID DATE(S) (9003) 1. An invalid date has been entered. For all dates, entry must be numeric (MM/DD/YY) and relationally compatible (month 01 to 12 and day 01 to 28/31, depending on the month). Then, depending on the program (refer to associated section in the User Manual), the date must be a pay period beginning or ending date, and in a prior, current, or future pay period. 2. Pay Period Ending Date on the System Status Table is blank. Processing terminates. This message is provided to the payroll office for resolution. 3. Severance NTE DT entered would overlap a newer appt date.	(EFF) EFF DATE OF ACTION	030522

Remarks

LAST REPORTED ON : 05-JUN-2003 03:45

Close Window

Pay Data: Rejects In

Full Name	Mouse Minnie		PP-SERI-GR	GS-0083-08
CPAC Location	FORT MCCOY		Division/Branch	Y/3
Org_component	DEHRW0XYAASEC		Command	United States Army Reserve Command (USARC)

PAY_PERIOD_DATE	2003-06-03		PACKAGE_ID / Reject_id	6141 / 12009
PAYROLL_OFFICE_ID	Omaha (OA)		SSAN	XXX3333
NOA	721		NOA_EFF_DATE	2003-04-20
REJ_SSAN	xxxxx		NAME_PERS_1ST_TWO	##
NTR_ACTION_PERS_2			ACTION_2_EFF_DT	

Reject Message	Reject Text	Reject Data
UNABLE TO PROCESS - NOAC NOT COMPATIBLE WITH PRIOR TRANSACTION (3004)	(EFF) EFF DATE OF ACTION	030420
UNABLE TO PROCESS - NOAC NOT COMPATIBLE WITH PRIOR TRANSACTION (3004)	(NOA) NATURE OF ACTION CODE	721

Remarks

LAST REPORTED ON : 04-JUN-2003 03:45

Pay Data Reject - Microsoft Internet Explorer

Close Window

Pay Data: Rejects In

Full Name	Mouse Minnie		PP-SERI-GR	GS-0318-07
CPAC Location	OFFICE SCRETARY OF THE ARMY		Division/Branch	Northeast CFD 3/Northeast CFB I
Org_component	HTGBW39LAA805012G		Command	U.S. Army National Guard Bureau (ARGB) (GB)

PAY_PERIOD_DATE	2003-06-24	PACKAGE_ID / Reject_id	11804 / 15331
PAYROLL_OFFICE_ID	Omaha (OA)	SSAN	XXX3333
NOA	894	NOA_EFF_DATE	2003-01-12
REJ_SSAN	xxxxx	NAME_PERS_1ST_TWO	##
NTR_ACTION_PERS_2		ACTION_2_EFF_DT	

Reject Message	Reject Text	Reject Data
REQUIRED FIELD(S) NOT ENTERED (9001)	(JPX) LOCALITY PERCENT	0000
REQUIRED FIELD(S) NOT ENTERED (9001)	(M5F) LOCALITY ADJUSTMENT	03841

Remarks

Close Window

Pay Data: Rejects In

Full Name	Mouse Minnie		PP-SERI-GR	GS-0830-15
CPAC Location	COE WALLA WALLA		Division/Branch	West CFD 1/West CFB B
Org_component	HGCEW2SJ03G4R0A00		Command	US Army Corps of Engineers (Exc Civ Prgm Fin) (CE)

PAY_PERIOD_DATE	2003-06-09		PACKAGE_ID / Reject_id	11323 / 14999
PAYROLL_OFFICE_ID	Omaha (OA)		SSAN	XXXX3333
NOA	S1F		NOA_EFF_DATE	
REJ_SSAN	xxxxx		NAME_PERS_1ST_TWO	##
NTR_ACTION_PERS_2			ACTION_2_EFF_DT	

Reject Message	Reject Text	Reject Data
INVALID DATE(S) (9003) 1. An invalid date has been entered. For all dates, entry must be numeric (MM/DD/YY) and relationally compatible (month 01 to 12 and day 01 to 28/31, depending on the month). Then, depending on the program (refer to associated section in the User Manual), the date must be a pay period beginning or ending date, and in a prior, current, or future pay period. 2. Pay Period Ending Date on the System Status Table is blank. Processing terminates. This message is provided to the payroll office for resolution. 3. Severance NTE DT entered would overlap a newer appt date.	(S1F) DT LAST EQUIV INCREASE	030601

Remarks

Pay Data Reject - Microsoft Internet Explorer

Close Window

Pay Data: Rejects In

Full Name	Mouse Minnie		PP-SERI-GR	GS-0083-05
CPAC Location	FORT DIX		Division/Branch	Northeast CFD 1/Northeast CFB D
Org_component	BDHRW1DCAAJB		Command	United States Army Reserve Command (USARC) (HR)

PAY_PERIOD_DATE	2003-06-24		PACKAGE_ID / Reject_id	11808 / 15339
PAYROLL_OFFICE_ID	Omaha (OA)		SSAN	XXX3333
NOA	TSP		NOA_EFF_DATE	2003-06-15
REJ_SSAN	xxxxx		NAME_PERS_1ST_TWO	##
NTR_ACTION_PERS_2			ACTION_2_EFF_DT	

Reject Message	Reject Text	Reject Data
INVALID TSP STATUS CODE - ELIGIBILITY DATE COMBINATION (2035)	(TSB) TSP STATUS CODE	W
INVALID TSP STATUS CODE - ELIGIBILITY DATE COMBINATION (2035)	(TSN) TSP ELIG DT	

Remarks

Buckets Demonstration